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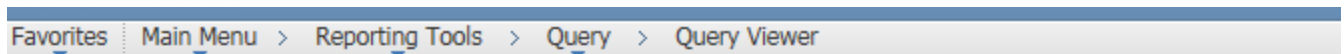
PROCESSING Monthly E-Recording Transactions

You will need the monthly list of transactions from your E-Recording filing.

STEP 1: Run Query – You will run the below query which is from the Treasury file of transactions sent to DBF for the current month. The query summary result should equal the summary amount of the transactions you received from Simpli-File for E-Recordings.

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

1. The [Query Viewer](#) page will display.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

2. Enter 'AOC_TREASURY_ERECORDING' in the begins with box and Click Search.
 - a. Run to HTML or Excel. Then download to Excel if you run to HTML.
 - b. Add to Favorites for future ease.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query				Personalize	Find	View All	First	1	2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites		
AOC_TREASURY_ERECORDING	Erecording Received	Public	OTC	HTML	Excel	XML	Schedule	Favorite		

3. Compare the query result to the Simplifile report and confirm the summary amounts match.
 - a. If there is a problem, please enter a Service Now ticket for the GEARS Team for assistance.



STEP 2: Create a New E-Recording Bill – Create a new \$0.00 ERS Bill.







NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT", next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "JER" = (Adjustment E-Recording).
 - iv. **Bill Source:** "ONLINE"
 - v. **Customer:** "JUD##"
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).
 - c. Click the **Add** button.

Note: Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing an ERS bill September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August.

Bill Entry

Find an Existing Value Add a New Value

Business Unit:	JUD13	
Invoice:	NEXT	
Bill Type Identifier:	JER	
Bill Source:	ONLINE	
Customer:	JUD13	
Invoice Date:	11302016	
Accounting Date:	11302016	

Add



OTC – E-Recording Processing

2. The **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JER”.
 - b. Confirm the **Source:** field is set to “ONLINE”
 - c. Click the [Notes](#) link at the bottom of the page to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit: JUD13 Invoice: NEXT Pretax Amt: 0.00 USD

Status:	NEW	Invoice Date:	11/30/2016	Cycle ID:	DAILY
*Type:	JER	Source:	ONLINE	*Frequency:	Once
*Customer:	JUD13	SubCust1:		SubCust2:	
Howard County Circuit Court					
*Invoice Form:	NO_PRINT	From Date:		To Date:	
Accounting Date:	11/30/2016	Pay Terms:	IMMED	Pay Method:	Check
Remit To:	BOA	Bank Account:	13		
Sales:	DEFAULT	Bill Inquiry Phone:			
Credit:	DEFAULT	Collector:	DEFAULT		
Bill:	DEFAULT	Billing Authority:	DEFAULT		

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

[Notes](#) [Express Entry](#) [Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Header - Info 1

Page Series: [Prev](#) [Next](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

1. Add a note to the bill header indicating the timeframe of the E-Recordings.

Customer Notes

Find | View All | First | 1 of 1 | Last

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text:

Record Simpli-file transactions for the month of November 2016

- d. Click the **Line – Info 1** tab.




OTC – E-Recording Processing

3. The **Line – Info 1** page will display.

NOTE: A new Bill line will need to be added for each unique Identifier/Charge Code with each Type of Revenue Charge recorded through Simpli-File for the current month.

a. Complete the following fields:

- Table:** Enter “ID”.
- Identifier:** Enter the charge code (ERS -) for the first item that needs to be added.
- Gross Extended:** Enter amount of the item/charge code. All amounts should be entered in as a positive amount.
- Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
- Click the plus sign  to the right of the line to add additional bill lines.

b. Repeat steps (3a. i-v) for all E-Recording items

Header - Info 1 Line - Info 1

Unit: JUD13 Bill To: JUD13 Pretax Amt: 1,200.00 USD
Invoice: NEXT Howard County Circuit Court Max Rows: 5

Bill Line Find | View All First 1 of 1 Last

Identifier Look Up Date: 11/30/2016

Seq: 1 Line: Net Extended: 1,200.00

Table: ID Identifier: ERS-1000 Description: Record County Transfer Tax

Quantity: 1.0000 From Date: To Date: Line Type: REV ☒ Accumulate

Unit of Measure: EA Unit Price: 1,200.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 1,200.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 1,200.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 1,200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation: Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display



OTC – E-Recording Processing

- c. After all lines are added for the charge codes, click the plus sign to add another bill line for the Clearing Account.
 - i. This amount will be a credit. (This should be the total of all the debit Bill lines).
- d. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter "CLEAR-JER".
 - iii. **Gross Extended:** Enter the amount as a *credit*.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 Line - Info 1

Unit: JUD13 Bill To: JUD13 Pretax Amt: 0.00 USD Max Rows: 5

Invoice: NEXT Howard County Circuit Court

Bill Line Find | View All First 3 of 3 Last

Identifier Look Up Date: 11/30/2016

Seq: 3 Line: Net Extended: -1,500.00

Table: ID Identifier: CLEAR-JER Description: CLEAR Acct - JER E-Recording

Quantity: 1.0000 From Date: To Date: Line Type: MISC ☒ Accumulate

Unit of Measure: EA Unit Price: -1,500.0000 Tax Code: ☐ Tax Exempt

Gross Extended: -1,500.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -1,500.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -1,500.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1 Page Series: Prev Next

Save Notify Refresh Add Update/Display



OTC – E-Recording Processing

4. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Enter ‘R’, then select the proper PCA+ Account from the look-up list. The correct code is required to save the bill. See the Appendix for How to Look Up a Charge Code.
 - c. **Dept:** Enter “JER” in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
 - d. The CLEAR-JER accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Save** button.
 - g. Click the *Header – Info 1* tab.

Bill Line Find | View 1 First 1-3 of 3 Last

Seq: 1 Line: Net Extended: 1,200.00
Identifier: **ERS-1000** Description: Erecord County Transfer Tax

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1-2 of 2 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	pprop umber	Approp Yr	Dept	Percentage	Amount
+ -	R130105466	C13	13010	0001	5466	1300	AY2017	JER	5.000	60.00
+ -	R132709588	C13	13270	0713	9588	1327	AY2017	JER	95.000	1140.00

Percent: 100.00 Amount: 1,200.00 Gross Extended: 1,200.00

Seq: 2 Line: Net Extended: 300.00
Identifier: ERS-1010 Description: Erecord State Transfer Tax

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	R133603012	C13	13360	3036	3012	1336	A0036	AY2017	JER	100.000	

Percent: 100.00 Amount: 300.00 Gross Extended: 300.00

Seq: 3 Line: Net Extended: -1,500.00
Identifier: CLEAR-JER Description: CLEAR Acct - JER E-Recording

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	CLEAR-JER	C13	13290	7029	9595	1329	A1329	AY2017	JER	100.000	

Percent: 100.00 Amount: -1,500.00 Gross Extended: -1,500.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Acctg - Rev Distribution Page Series
Prev Next

Save

5. The **Header - Info 1** page will display
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
 - b. Click the **Save** button.

Header - Info 1

Line - Info 1

Unit: JUD13 Invoice: 0008536939 Pretax Amt: 0.00 USD

Status: RDY
*Type: JER
*Customer: JUD13

Invoice Date: 11/30/2016
Source: ONLINE
Cycle ID: DAILY
*Frequency: Once

Howard County Circuit Court

*Invoice Form: NO_PRINT
From Date:
To Date:

Accounting Date: 11/30/2016
Pay Terms: IMMED
Pay Method: Check

Remit To: BOA
Bank Account: 13

Sales: DEFAULT
Bill Inquiry Phone:

Credit: DEFAULT
Collector: DEFAULT

Biller: DEFAULT
Billing Authority: DEFAULT

Go to:
Header Info 2
Address
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Navigation: Header - Info 1

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Save
Notify
Refresh

Add
Update/Display

STEP 3: Run Single Action Invoice

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Active Invoice

6. The **Single Action Invoice** page will display.
 - a. Add a New Value for ERecording or JER, something that will be meaningful to you. Or if you already have this run control then select it from the Search box.
 - b. Click the Add button.

Favorites

Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice


Single Action Invoice

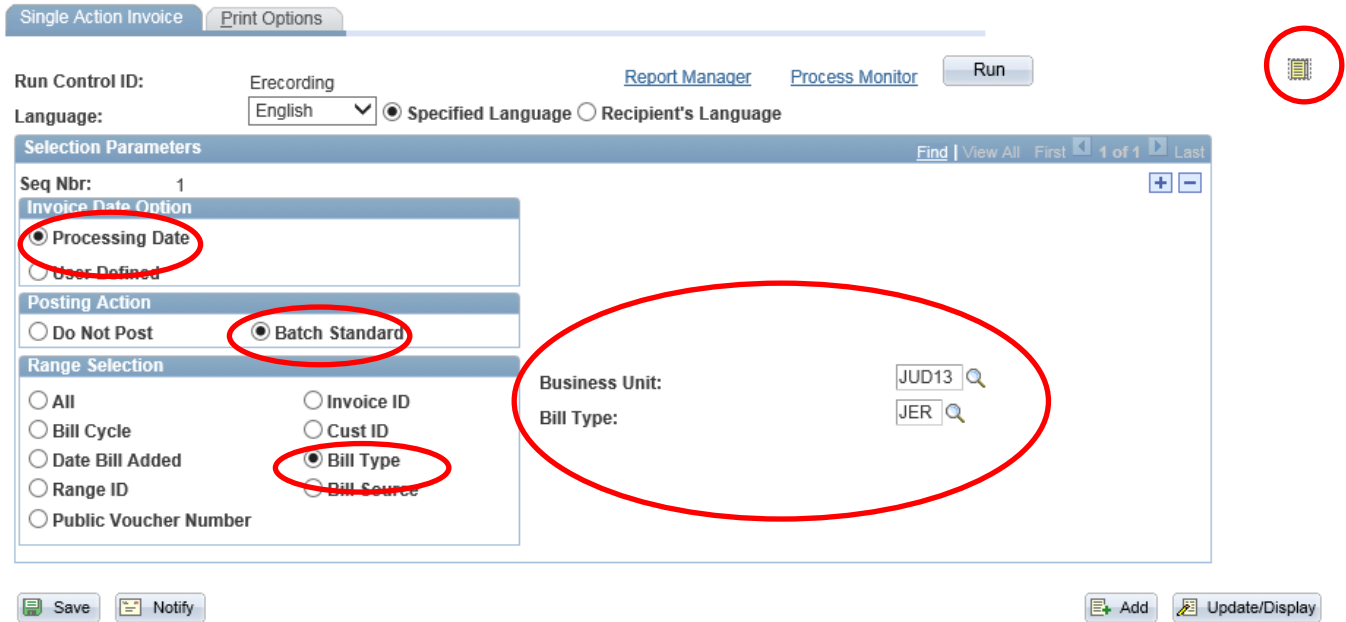
Find an Existing Value

Add a New Value

Run Control ID: Erecording

Add

7. The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** Select “Processing Date”.
 - ii. **Posting Action:** Select “Batch Standard”.
 - iii. **Range Selection:** Select “Bill Type”.
 - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Select “JER”.
 - b. Click the **Save** button.
 - c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, there is a problem.
 - i. Confirm the number of bill equals those you just entered.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
 - d. Click the **Run** button.





8. The [Process Scheduler Request](#) page will display.
 - a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name.
 - b. Click the **OK** button.

Process Scheduler Request

User ID: lauren.smith Run Control ID: BADCHK

Server Name: Run Date: 03/18/2014

Recurrence: Run Time: 3:07:28PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

9. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the [Process Monitor](#) link.
10. The [Process List](#) page will display
 - a. Click the [AOC_MAIN](#) process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS, this will be needed by the support staff to troubleshoot the issue.**

Process List

Actions

User ID: lauren.smith Type: Last: 1 Days

Server: Name: Instance: to:

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	189408		PSJob	AOC_MAIN	lauren.smith	03/18/2014 3:07:28PM EDT	Success	Posted	Details



- c. Click the **BIIVC000** sub-process.
 - i. Click the [Message Log](#) link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the **Process Detail** page.
- d. Click the **BILDAR01** sub-process.
 - i. Click the [View Log/Trace](#) link to select a downloadable PDF of the “Load AR Pending Items” report.
 - ii. Confirm that the report shows all bills = \$0.00.

End of Monthly E-Recording Process